

Safety Matters

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Defensive Driving — Accident Prevention

The formula for defensive driving is to see the hazard, understand the defense and act in time.

Why is Defensive Driving Important?

Understanding and effectively applying this formula prevents accidents in spite of the actions of other drivers or the presence of adverse driving conditions. A good defensive driver must be able to anticipate the outcome of traffic situations so that he or she can act in time to prevent an accident.

Let's take a closer look at the standard accident prevention formula and how it can be applied to everyday driving situations.

See the Hazard

Constantly scan the road ahead of you and check your mirrors. Think about what may happen as far in advance as possible. Never assume that a hazardous condition will have passed before you reach it. Consider the following scenarios:

You see an approaching vehicle starting to pass another car. It looks like they will complete the pass in plenty of time, but you are not really sure. Think about your defense.

You see a vehicle on the shoulder of the road—you can't see the driver anywhere outside the vehicle. What if the door of the vehicle is opened as you pass the vehicle? What would you do?

You are traveling along a residential street. The vehicle approaching is a convertible with its top down. On the same side of the street you see a lawn sprinkler that is spraying water onto the roadway. What do you think the approaching vehicle will do and how would you react?

Of course, there are countless more possibly dangerous scenarios, so look beyond the bumper of the vehicle in front of you and stay alert for any situation that could potentially develop into an accident.

Understand the Defense

There are specific ways to handle most hazardous situations on the road. When you anticipate a hazard, you are able to review the situation in your mind and visualize your defense so that when the time comes, you are able to act quickly enough to prevent an accident. Preparation is key. If you have planned for various scenarios, you will feel comfortable when faced with them.

In an emergency situation, do not panic. Stay calm and continue to visualize the defensive action you will take to minimize damage.

Act in Time

Once you see the hazard and decide upon a defense, act immediately.

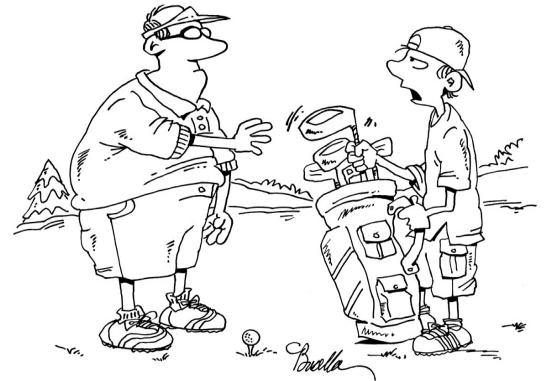
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Defensive Driving — Accident Prevention (continued)

Never assume that the condition will clear up. The sooner you act the more time you will have to avoid an accident.

Defensive driving is not easy. You must constantly strive to improve your observation and coordination skills by scanning the road and concentrating on potentially hazardous situations. Seeing the hazard, knowing the defense and acting in time can mean saving lives: yours and those of the drivers around you.

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"This one travels 30 yards farther when you throw it."



MAY RIDDLES

1. Who conducts the spring orchestra?
2. What loses its head in the morning but gets it back at night?
3. What is round on both sides but high in the middle?
4. What instrument can you hear but never see?
5. What kind of room has no doors or windows?

ANSWERS ON PAGE 2

Preventing Workplace Violence

While shocking and tragic, it is unlikely that violence will end with any unfortunate event. Instead, it serves as a reminder of the possible consequences of unchecked violent behavior in the workplace. Anytime tempers flare or aggressive behavior is not addressed, the risk of violence increases.

It is our top priority to keep the workplace safe. However, violence in the workplace remains a serious safety and health issue. OSHA estimates that 2 million U.S. workers are victims to workplace violence each year.

Whether they come from a current or former employee, an unknown assailant, or as a result of domestic violence or personal problems, many incidents can be foreseen and averted. Through our Workplace Violence Policy, we do not tolerate threats, bullying, harassment or any other form of violence.

Identifying Your Risk

Workplace violence can include actions or words that endanger or harm you, and cause you to believe that you may be in danger, including:

- Verbal or physical harassment
 - Verbal or physical threats
 - Assaults or other violence
- Any other behavior that causes you to feel unsafe (bullying or sexual harassment)

Staying Safe

All threats should be taken seriously. You can reduce your odds of experiencing violence in the workplace with the following safety strategies:

- Become aware of and report violent or threatening behavior by co-workers or other warning signs.
- Follow procedures established by our Workplace Violence Policy, including those for reporting incidents.
- Learn how to recognize, avoid or diffuse potentially violent situations by attending personal safety training programs.
- Alert supervisors to any concerns about safety or security and report all incidents immediately in writing.

Use the buddy system when traveling to unfamiliar locations or when you find yourself in unusual situations.

Stay Alert

Always stay alert and aware of your surroundings. Make sure that you are effectively trained in conflict resolution and methods of handling potentially dangerous situations. Adhere to all of our policies to reduce your risk of being involved in dangerous situations that could result in physical violence.

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FIREPROOF YOUR MICROWAVE

Microwaves are one of the safest appliances in the home, but they can still cause fires through misuse or accidents.

In one unusual case in Chicago, food that was wrapped in foil and then microwaved caused a fire that wiped out six homes. But this is exceptionally rare.

At least 90 percent of homes have microwaves, according to the New York Times. Microwaves are the cause of only 4 percent of home cooking fires and 1 percent of associated deaths. They are very safe when compared to ranges and cooktops, which account for 62 percent of cooking fires and 89 percent of deaths.

Overheated food is usually the cause of microwave fires. It is usually because someone entered the wrong cook time and left the appliance unsupervised. Luckily, microwaves are designed to contain small fires, so if you manage to start one, unplug the microwave and keep the door closed.

To microwave safely:

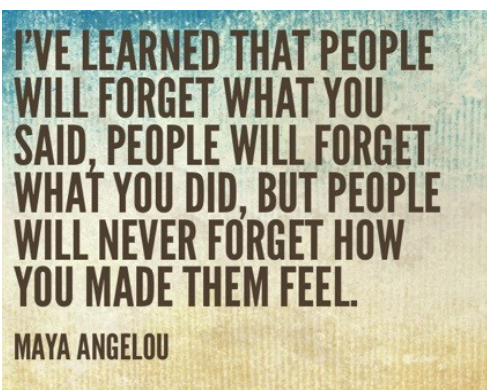
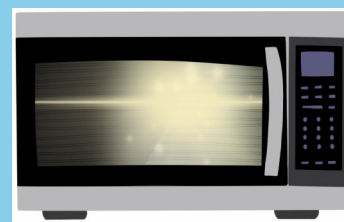
* Watch for metal. Utensils, bowls, cups, twist ties and foil can spark and cause fires.

* Don't microwave recycled paper products. Some contain flecks of metal. Check any packaging to ensure it's approved for microwave use.

* Keep the inside clean. Food residue and grease can ignite and cause a fire.

* In case of flames in a microwave, unplug it immediately.

* Don't microwave grapes, peas, blueberries or any round food with a high water content. They can easily cause sparks.



MAY RIDDLES ANSWERS

1. May-strol
2. A pillow!
3. Ohio
4. Your voice!
5. A mushroom!

